

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public  
that the following meetings will be held**

**THE WEEK OF  
February 29 – March 4, 2016**

**MONDAY, FEBRUARY 29, 2016**

(No Meetings)

**TUESDAY, MARCH 1, 2016**

(No Meetings)

**WEDNESDAY, MARCH 2, 2016**

|                      |   |   |
|----------------------|---|---|
| *11:00 am            | Public Safety Committee   | Brown County Sheriff's Office<br>2684 Development Drive |
| *4:00 pm             | Children With Disabilities Education Board                            | Syble Hopp School<br>755 Scheuring Road                 |
| * <del>6:30 pm</del> | <del>Planning Commission Board of Directors</del> – MEETING CANCELLED | GB Metro Transportation Center<br>901 University Avenue |

**THURSDAY, MARCH 3, 2016**

|          |                                  |   |
|----------|----------------------------------|---|
| *5:30 pm | Education & Recreation Committee | Neville Public Museum<br>210 Museum Place   |
| *7:00 pm | Fire Investigation Task Force    | De Pere Fire Department<br>400 Lewis Street |

**FRIDAY, MARCH 4, 2016**

(No Meetings)

PLANNING COMMISSION

*Brown County*

305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning)



**CHUCK LAMINE, AICP**

PLANNING DIRECTOR

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
Wednesday, March 2, 2016  
Green Bay Metro Transportation Center  
901 University Avenue, Commission Room  
Green Bay, Wisconsin  
6:30 p.m.

The March 2, 2016, meeting of the Brown County Planning Commission Board of Directors has been cancelled.

The next meeting is scheduled for Wednesday, April 6, 2016.



Turning  
Brown  
Green

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
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PHONE (920) 448-4015 FAX (920) 448-6221

### PUBLIC SAFETY COMMITTEE

**Patrick Buckley, Chair**  
Pat La Violette, Vice Chair  
Bill Clancy, Andy Nicholson, Guy Zima

### PUBLIC SAFETY COMMITTEE

**Wednesday, March 2, 2016**

**11:00 a.m.**

**Brown County Sheriff's Office  
2684 Development Drive, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE  
ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 3, 2016 and Special February 17, 2016.

### Comments from the Public

**Treatment Court Presentation** - Update on Treatment Courts by Judge Zuidmulder

1. **Review Minutes of:**
  - a. Fire Investigation Task Force Board of Directors (December 17, 2016).
  - b. Fire Investigation Task Force General Membership (December 3, 2016).
  - c. Traffic Safety Commission (January 21, 2016).

### District Attorney

2. 2015 to 2016 Carryover Funds.

### Public Safety Communications

3. 2015 to 2016 Carryover Funds.
4. Director's Report.

### Sheriff

5. 2015 to 2016 Carryover Funds.
6. Budget Adjustment (#16-11): Any allocation from the County's General Fund – To utilize anticipated excess funds from 2015 to address items not included in 2016 adopted budget: \$175,262 for Jail door security upgrades plus \$64,000 for two K-9 vehicles – To be distributed prior to meeting.
7. Sheriff's Report.

### Medical Examiner

8. Medical Examiner Activity Spreadsheet.

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**

**AGENDA**

**Wednesday, March 2, 2016, 4:00pm  
Syble Hopp School**

1. Call to Order - 4:00 pm. –B Clancy
2. Action Item: Approval of December 8, 2015 Board Minutes
3. Correspondence
4. Action Item: Approval of Agenda
5. Action Item: Donations
6. Action Item: Financial Report
7. Action Item: Administrators Report
8. Action Item: Parent Organization
9. Action Item: Payment of Bills
10. Action Item: Resignation to Retirement
11. Action Item: Approval of Replacement position
12. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(f)(e) to discuss personnel staff issues
13. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation should; contact Syble Hopp School at 920.336.5754 by 3:00 p.m. on Tuesday, March 1, 2016 so arrangements can be made."

# BOARD OF SUPERVISORS

Brown County



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## **EDUCATION & RECREATION COMMITTEE**

John Van Dyck, Chair  
Corrie Campbell, Vice Chair  
Tom Katers, Staush Gruszynski, Harold Kaye

### **EDUCATION & RECREATION COMMITTEE**

**Thursday, March 3, 2016**

**5:30 p.m.**

**Neville Public Museum**

**210 Museum Place – Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

**\*\*PLEASE NOTE LOCATION\*\***

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 4, 2016.

### **Comments from the Public**

1. Review Minutes of:
  - a. Library Board (January 21, 2016, February 9, 2016).

### **Communications – None**

### **Golf Course**

2. Superintendent's Report.

### **Park Management**

3. Discussion re: The Fox River State Trail Plowing in Allouez.
4. Discussion re: Adventure Park Business Plan. *Held for one month.*
5. January 2016 Park Attendance and Field Staff Reports.
6. Assistant Director's Report.
7. 2015 to 2016 Carryover Funds.

### **NEW Zoo**

8. Director's Report and ZOO Monthly Activity Reports for March, 2016.
9. 2015 to 2016 Carryover Funds.

**Museum**

10. Museum Director's Report.

**Library**

11. Presentation of the 2015 Annual Report to State.
12. Director's Report.
13. 2015 to 2016 Carryover Funds.

**Resch Centre/Arena/Shopko Hall**

**Other**

14. Audit of bills.
15. Such other matters as authorized by law.
16. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## **BROWN COUNTY FIRE INVESTIGATION TASK FORCE GENERAL MEMBERSHIP**

### **AGENDA**

A meeting of the General Membership will be held on Thursday, March 3 2016, at 7:00 p.m., at 400 Lewis St, De Pere, WI.

- ITEM #1. Adoption of Agenda.
- ITEM #2. Review Minutes of Previous Meeting.
- ITEM #3. Report of Task Force Activities.
  - 1. 713 Catherin Drive – Howard
  - 2. 4864 CTH R - Denmark
  - 3. 1378 North Rd - Ashwaubenon
  - 4. 1525 Cardinal Ln - Howard
  - 5. 368 List Ct – Bellevue
  - 6. 1565 Silverstone - Ledgeview
- ITEM #4. Information from Board of Directors Meeting.
  - 1. Strategic Plan update
  - 2. Elections
  - 3. Investigator/intern positions
- ITEM #5. Old Business.
  - 1. AR80 location
  - 2. ID Cards
- ITEM #6. New Business.
  - 1. Welcome New Hires
  - 2. Total Station/Recon Team
  - 3. Drone
- ITEM #7. Juvenile Fire setter Business.
- ITEM #8. Other Business.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Training.
  - IPAD & Software
  - Liquid evidence collection kit
  - Pelican Lights

The BCFITF General Membership welcomes anyone interested in becoming a member. **Please post for your fellow firefighters and officers to read.**

## FEBRUARY 2016



| SUNDAY                             | MONDAY                                | TUESDAY  | WEDNESDAY  | THURSDAY                 | FRIDAY   | SATURDAY |
|------------------------------------|---------------------------------------|--|--|--------------------------|--|----------|
|                                    | 1                                     | 2  | 3<br>Public Safety<br>11:00 am   | 4<br>Ed & Rec<br>5:30 pm | 5  | 6        |
| 7                                  | 8<br>Executive Cmte<br>5:30 pm        | 9  | 10   | 11                       | 12   | 13       |
| 14<br><i>Happy Valentine's Day</i> | 15                                    | 16<br>Veterans<br>Recognition<br>Subcmte<br>4:30 | 17<br>Spc. Public Safety<br>6:45 pm<br><b>Board of<br/>Supervisors<br/>7:00 pm</b> | 18                       | 19<br>Mental Health Ad<br>Hoc Cmte 12:00<br>pm | 20       |
| 21                                 | 22<br>Land Con 6:00pm<br>PD&T 6:15 pm | 23   | 24<br>Human Svc<br>5:30 pm   | 25<br>Admin<br>5:30 pm   | 26   | 27       |
| 28                                 | 29<br>                                |  |  |                          |  |          |



## MARCH 2016

| SUNDAY | MONDAY                               | TUESDAY   | WEDNESDAY   | THURSDAY                 | FRIDAY | SATURDAY |
|--------|--------------------------------------|---|---|--------------------------|--------|----------|
|        |                                      | 1   | 2<br>Public Safety<br>11:00 am                    | 3<br>Ed & Rec<br>5:30 pm | 4      | 5        |
| 6      | 7<br>Executive Cmte<br>5:30 pm       | 8   | 9   | 10                       | 11     | 12       |
| 13<br> | 14                                   | 15<br>Veterans<br>Recognition<br>Subcmte<br>4:30 pm | 16<br><b>Board of<br/>Supervisors<br/>7:00 pm</b> | 17<br>                   | 18     | 19       |
| 20     | 21                                   | 22  | 23<br>Human Svc<br>5:30 pm                        | 24<br>Admin<br>5:30 pm   | 25     | 26       |
| 27<br> | 28<br>Land Con 6:00pm<br>PD&T 6:15pm | 29  | 30  | 31                       |        |          |



## **BROWN COUNTY COMMITTEE MINUTES**

- Fire Investigation Task Force Board of Directors (December 17, 2015)
- Fire Investigation Task Force General Membership (December 3, 2015)
- NWTC Board of Trustees (January 13, 2016)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

## PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

### BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on December 17, 2015, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Glenn Deviley, Eric Dunning, Brandon Dhuey, Brad Muller, Ed Janke, Todd Delain, David Lasee, Mike Nieft, Dave Konrath

Item #1. Adoption of Agenda.

Motion was made by Delain and seconded by Dunning to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of Previous Meeting.

Motion was made by Delain and seconded by Deviley to approve the minutes from the meeting on September 17, 2015. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Dhuey reported that the Task Force was called out to the following fires since the last meeting:

09-28-15 2707 Shorewood Terr., Green Bay (duplex/undetermined)  
09-30-15 1352 Portside Ln., Howard (garage/undetermined)  
11-07-15 1335 Doblon St., Green Bay (duplex/arson)  
11-29-15 2130 Elmview Dr., Ashwaubenon (condo/undetermined)  
12-11-15 731 Catherine Dr., Howard (garage-residence/under investigation)

Item #4. Report of General Membership President.

Dhuey noted that all investigators are now FIT-certified. He stated he is working on putting together an FTO-type program/checklist for new fire investigators. He stated the Green Bay fall conference was well attended, with ten of our members attending. He purchased an iPad, software and lighting system for the Task Force.

Item #5. Financial Report.

Delain reported that the Task Force budget will be running good through December. There is approximately \$6,000 left right now. It was discussed asking the County Board for a budget increase in the future.

Item #6. Old Business.

A. Disposition of Case Proceedings.

Lasee had nothing to report.

Item #7. New Business.

Janke went over a rough draft of the strategic plan he is working on. He will bring it back to the Board for review at the next meeting after further input. Janke, Konrath, Dhuey, Dunning and Nieft will meet in January to finalize it.

Interviews were conducted of investigator applicants Al Snover from BCSO/Howard Fire, Del Zuleger from Howard Fire, Steve Nick from Howard Fire, Kim Ward from Suamico Fire, Joe Patenaude from BCSO, Aaron Anderson from Green Bay Metro Fire and Jim Weeks from Green Bay Metro Fire. Investigator applicant Tim Beyer from GBPD still has to be interviewed. There are currently five investigator openings. After discussion, motion was made by Delain and seconded by Lasee to approve Patenaude, Snover, Anderson and Nick as investigators. **Motion carried.** Janke abstained. Motion was then made by Delain and seconded by Dhuey to offer Ward and Zuleger intern positions if they want it. **Motion carried.**

Intern applications were received from Rick Belanger from GBPD, Sean Linssen from Green Bay Metro Fire, Jeff Janiak from Howard Fire, Jason Stuckart from BCSO and Doug Dow from BCSO. After discussion, motion was made by Janke and seconded by Delain to put all of these individuals on as interns. **Motion carried.**

Item #8. Report of Juvenile Firesetter Program Coordinator.

Nieft reported that since the last meeting three juveniles went through the program as well as one from Waupaca.

Item #9. Other Matters.

Janke received a \$250 donation from Bergstrom toward a replacement tow vehicle for the safety house. A thank you letter will be sent. Janke is working with Pomp's on a truck.

Delain presented Muller with a plaque for his 27 years of service on the Task Force. Muller is retiring at the end of the year.

Item #10. Set Date, Time, and Location of Next Meeting.

Motion made by Deviley and seconded by Lasee to move future Board of Directors meetings to the second Thursday of the month. **Motion carried.**

The next meeting was set for March 10, 2016, at 9:00 a.m., at the Brown County Sheriff's Office.

FITF Board of Directors  
December 17, 2015  
Page 3 of 3

Item #11. Adjourn.

Motion was made by Dunning and seconded by Delain to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent  
Recording Secretary

## PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

### GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on December 3, 2015, at 7:00 p.m., at Howard Fire Station #1, 2456 Glendale Ave., Green Bay, WI.

Present: Greg Steenbock, Aaron Anderson, Eric Johnson, Gregg Staszak, Joe Gabe, Tom Hendricks, Terry Rottier, Angie Cali, Matt Omdahl, Kevin Tielens, Tyler Jonet, Jeff Krall, Ron VanDenBusch, Doug Peters, Kevin Krueger, Brandon Dhuey

Item #1. Adoption of Agenda.

Motion made by Steenbock and seconded by Gabe to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion made by VanDenBusch and seconded by Anderson to adopt the agenda. **Motion carried.**

Item #3. Report of Task Force Activities.

Dhuey reported that the Task Force was called out on the following fires since the last meeting:

09-07-15 995-8<sup>th</sup> St., Green Bay (garage/residence/undetermined)  
09-28-15 2707 Shorewood Terr., Green Bay (duplex/undetermined)  
09-30-15 1352 Portside Ln., Howard (garage/undetermined)  
11-07-15 1335 Doblson St., Green Bay (duplex/arson)  
11-29-15 2130 Elmview Dr., Ashwaubenon (condo/undetermined)

Dhuey reminded everyone to have someone of equal or higher rank review your reports. He also stated that fire attendance has been better now. A hard drive was purchased for doing reports.

Item #4. Information from Board of Directors Meeting.

Dhuey stated that the Board is very vested in and supportive of the Task Force, and they are in the process of implementing a strategic plan.

The D.A. is working on a proprietary form.

There will be no increase in the budget for next year.

The next Board meeting is December 17, 2015.

A digital video camera will be purchased if there is money left in the budget at the end of the year. The photo log will probably not be gotten rid of.

Item #5. Old Business.

Dhuey stated that everyone got their FIT certification.

The rig will still be at Bellevue Fire for an undetermined amount of time. Any leftover apparel will go with the rig.

Item #6. New Business.

Dhuey reported that there are five investigator openings. Randy Lind is resigning from the Task Force, effective January 1, 2016. Investigator interviews will be held next week. All who applied for intern will probably get on.

New Pelican lights/lanterns are in the rig.

A warrant template is located on the desktop of the laptop.

Item #7. Juvenile Firesetter Business.

Gabe reported three new juveniles in the program—one from Oneida County, one from Waupaca County and one from Brown County. He noted that Nick Craig will no longer be involved in JFS.

Item #8. Other Business.

No other business was discussed.

Item #9. Set Date, Time, and Location of Next Meeting.

General Membership meetings for 2016 were scheduled as follows:

March 3

De Pere Fire Station #1

June 16

Denmark Fire Department

September 8

Green Bay Fire Station #1

December 1

Brown County Sheriff's Office

FITF General Membership  
December 3, 2015  
Page 3 of 3

Item #10. Training.

No training was held.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Marsha Laurent  
Recording Secretary

Northeast Wisconsin Technical College District

*Board of Trustees Meeting*  
Minutes

Wednesday, January 13, 2016  
12:00 p.m.

***NWTC-Green Bay Campus – BOARD ROOM***  
***2740 West Mason Street, Green Bay, WI 54303***

The Board Vice-Chairperson called the January 13, 2016 NWTC Board of Trustees meeting to order and requested that roll call be taken.

Present: Laurie Davidson, Cathy Dworak, Phyllis Habeck, Carla Hedtke, Jeff Rickaby, Kim Schanock, Ben Villarruel

Excused: Dave Mayer, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Bob Mathews, Linda Hartford, Vickie Lock, John Teske, John Grant, Amber Michaels, Emily Ysebaert, Chris Dahlke, Karen Smits, Pamela Phillips, Sandy Ryczkowski, Lori Suddick, Joe Richter

**Guests**

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward at this time.

**Reports**

Student Senate Update

Christopher Morse, Student Governor of the Student Senate, provided the following update to the Board:

- Currently in J Session with some students attending and the majority on semester break.
- An Inter-Varsity team has been formed and will be presenting in front of Student Senate on February.
- Working on amending Student Senate constitution. Checking in with various colleges and the amount of student involvement they have at their respective institutions.
- Meeting will be held in Wausau this Friday to discuss issues central to students to share with legislators during Legislative Day in Madison in February.

**Action Items (Roll Call Vote)**

Bills

Bills Covering the Period of December 1-31, 2015     \$375,402.10

Detailed copies of the current disbursements for fiscal year 2015 for the month of December were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.



Laurie Davidson moved that Board approval be given for the December 2015 bills as presented.

Motion seconded by Ben Villarruel.

Motion carried, with all voting “Aye” on roll call.

### Consent Items (Voice Vote)

#### Minutes

The minutes of the December 9 and December 15, 2015 Board meetings were sent to Board members prior to the January Board meeting. It was recommended that Board approval be given for the December 9 and 15, 2015 Board meeting minutes as presented.

#### New Hires – Faculty

- A. Travis Bruening, Machine Tool Instructor - Travis Bruening was the Selection Committee’s top choice for the Machine Tool Instructor position. Mr. Bruening holds a Technical Diploma in Machine Tool Operation from NWTC.

Since May 2006 Mr. Bruening has been a Machinist at D&S Machine Services as well as an Assistant Football Coach at Kewaunee High School since May 2009.

Placement for this position would be at the Faculty Level A, \$56,249 for 175 days of obligation.

- B. Amy Phillips, Pathways to Academic Success (Math Focus) Instructor - Amy Phillips was the Selection Committee’s top choice for the Pathways to Academic Success (Math Focus) Instructor position. Ms. Phillips holds a Bachelor of Science degree in Psychology from Northern Michigan University as well as a Master of Science degree in Mathematics Education from the University of Wisconsin Oshkosh.

Since August 2012 Ms. Phillips has been an Adjunct Mathematics Instructor at Fox Valley Technical College as well as a Developmental Math Lab Coordinator since October 2015. Prior to that she was a Mathematics Instructor Tutor Coordinator for the State of Wisconsin Department of Corrections, Oshkosh Correctional Institution from August 2010 to October 2015.

Placement for this position would be at the Faculty Level A, \$55,124 for 175 days of obligation.

It was recommended that the Board approve the appointments as presented.

#### Faculty - Retirements

With regret, the College accepts the following retirement notices:

- A. Rhonda McClain, Associate Degree Nursing Instructor, who has been with the College since January 7, 2002, has announced her retirement effective May 2016.
- B. David Richard, Diesel/Heavy Equipment Technician Instructor, who has been with the College since April 1, 1990, has announced his retirement effective May 2016.

### Music Production Program Approval

The Music Production Technical Diploma is designed for a person seeking skills in software music creation, music recording, music producing and distribution. The ever increasing production of both audio and video content is requiring the need for legal production music. Composers and songwriters are recording record amounts of music to sell or license to outlets from local radio and TV stations to major Hollywood productions as well as in video game production. Freelance music production does not need to be centered near large media outlets as the web has created a worldwide distribution network allowing composers to work from virtually anywhere. The ability to record music in even a small home studio has become increasingly economical and can compete on a sound quality level with major recording studios for minimal investment. The program is expected to begin in January 2017.

It was recommended that the Board approve the Music Production Technical Diploma and authorize its submission to the WTCS State Board for approval.

### Video Production Program Approval

The Video Production Technical Diploma will provide students with essential skills needed to compete in a video based creative content production workforce. A subset of the Digital Media Technology associate degree, select classes will focus on industry established studio and live video production technique and workflow.

The need for video content creation has grown following the popularity of commercial online marketing strategies and emerging distribution channels. With video becoming the visual “norm” traditional media positions like photo and newspaper journalist are being asked to produce video content as part of their job duties. Businesses are competing to obtain skilled video producers to stay current and competitive in visual marketing, social media and maintaining their online presence.

The technical diploma will provide the basic skills needed for employment by online media content creators, TV stations, In-house video departments as well as educational institutions and the entertainment industry. Freelancing is also a viable avenue of opportunity for diploma graduates.

Occupational opportunities include video production assistant, camera operator, editor, visual media consultant, and online media producer, production team member, along with assisting in screenwriting, storyboarding, set and light design, floor direction and post--production. The program is expected to begin in January 2017.

It was recommended that the Board approve the Video Production Technical Diploma and authorize its submission to the WTCS State Board for approval.

### Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2016 contracts pending Board approval was attached as Board Exhibit 1.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (34.68% for on-campus and 27.88% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was

recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 1.

Cathy Dworak moved that the Board approve the consent agenda items as follows: the minutes of the December 9 and December 15, 2015 Board meetings; the appointments of Travis Bruening, Machine Tool Instructor; and Amy Phillips, Pathways to Academic Success (Math Focus) Instructor; the retirement notices of Rhonda McClain, Associate Degree Nursing Instructor, and David Richard, Diesel/Heavy Equipment Technician Instructor; the approval of the Music Production Technical Diploma and Video Production Technical Diploma and authorize their submission to the WTCS State Board for approval; and the contracts for services identified in Board Exhibit 1.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on voice vote.

### **Reports**

#### **Non-Academic Support Services for Students**

Pamela Phillips, VP for Student Services, and staff will lead a discussion with the Board on the non-academic support services provided for students at the College.

- Emily Ysebaert, Financial Aid Director, provided information on student federal financial aid available for students to include the Pell and Wisconsin grants. Students are categorized as dependent (under the age of 24) and independent (those 24 and over). Dependent students need to provide parent information, independent students do not.
- Have done entrance counseling in financial aid so that students understand financial aid, borrowing smart, repaying loans. Financial Literacy is shared during the College 101 course that new students are required to take.
- Financial Aid Director was asked to provide 3-5 bullet points to share with congressional leaders in February during the ACCT Annual Legislative Conference with regard to financial aid for students.
- Amber Michaels reviewed Student Support Services Department offerings at the College for students.
- NWTC staff also work with the Housing Authority, Golden House, and other local organizations that can assist students based on their individual needs. Also provide financial assistance through the Emergency Student Fund, such as gas cards and rental assistance, etc. The students are also then assisted with the issues that brought them to the point that they required assistance. Provide wrap-around support services for our students.
- John Grant reviewed accommodation and counseling services provided to students.
- John Teske reviewed counseling and mental health services provided to students.

Cathy Dworak left the meeting at this time (2:00 p.m.).

#### **President's Report**

Enrollment Activity –

- Enrollment continues to be an issue with a 4% decline over this same time last year. At this point in time, we have less of a decline in spring semester than we had last year. The College is trying a new Accelerate program (8 week program for those 25 and older). Have 2,000 students taking courses during the 3-week J Session this year.

Legislative Issues (state & federal) –

- Passed out press release from the Governor's office on "Working for Wisconsin: Governor Scott Walker Rolls out College Affordability Legislative Package". This will be further addressed in the new legislative session.

Current Events –

- Martin Luther King Celebration will be held this Saturday on the Green Bay Campus from 10:30 a.m. to 12:00 p.m.
- 400 plus graduates participated in the December graduation. Thanks to participating Board members.
- NWTC belongs to NCMPR, a national Marketing and Public Relations group. President Rafn has been awarded the Pacesetter Regional Award and will now be competing with 6 others for the national award.

Referendum Update

Chris Dahlke provided a brief update on the referendum projects.

Other Business & Adjournment

Other Business

Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

February Board Meeting

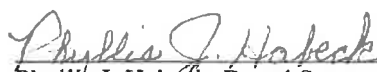
The February 17, 2016 Board meeting will be held at the NWTC-Green Bay Campus. Presentations will include: Service Learning, Early College/Dual Credit, and the Botanical Garden Update.

Adjournment

Laurie Davidson moved that the January 13, 2016 Board meeting be adjourned (2:50 p.m.).

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on voice vote.

  
Phyllis J. Habeck, Board Secretary

February 17, 2016